

# POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.

S000060

2. Reason for Submission

☐ Redescription ☒ New  
☐ Reestablishment ☐ Other

Explanation (Show any position replaced)

SPD

3. Service

☐ Hdqtrs. ☒ Field

4. Employing Office Location

5. Duty Station

6. OPM Certification No.

7. Fair Labor Standards Act

☒ Exempt ☐ Nonexempt

8. Financial Statements Required

☐ Executive Personnel Financial Disclosure ☐ Employment and Financial Interests

9. Subject to IA Action

☒ Yes ☐ No

10. Position Status

☒ Competitive  
☐ Excepted (Specify in Remarks)  
☐ SES (Gen.) ☐ SES (CR)

11. Position is:

☐ Supervisory  
☐ Managerial  
☒ Neither

12. Sensitivity

☒ 1-Non Sensitive ☐ 3-Critical Sensitive  
☐ 2-Noncritical Sensitive ☐ 4-Special Sensitive

13. Competitive Level Code

14. Agency Use

8-51

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. U.S. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review						
d. First Level Review	**Interdisciplinary	GS		9		
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position (if different from official title)

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment

Department of the Interior

a. First Subdivision

U.S. Fish & Wildlife Service

b. Second Subdivision

Region

c. Third Subdivision

Ecological Services

d. Fourth Subdivision

e. Fifth Subdivision

19. Employee Review--This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee (optional)

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the

knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

Signature

Date

Signature

Date

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

22. Position Classification Standards Used in Classifying/Grading Position

Fishery Biology Series/Wildlife Biology Series, GS-482/486, TS-101, 1/91

Typed Name and Title of Official Taking Action

Standard PD

Signature

Date

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks

FPL: Medical: \*\*May be filled either by: Fish & Wildlife Biologist, GS-401;  
 BUS: or Wildlife Biologist, GS-486;  
 Drug: or Fishery Biologist, GS-482

25. Description of Major Duties and Responsibilities (See Attached)

APPROVED FOR SERVICEWIDE USE

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 U.S. Office of Personnel Management  
 FPM Chapter 295

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## Interdisciplinary Position

Fish and Wildlife Biologist, GS-401-9

Fishery Biologist, GS-482-9

Wildlife Biologist, GS-486-9

## Introduction

This is an interdisciplinary position. The employee serves as a Fish and Wildlife Biologist, Fishery Biologist, and/or Wildlife Biologist in a Fish and Wildlife Service Ecological Services Field Office in Region 2. Representative, but not all inclusive duties of this position are illustrated by performance of any combination of the following:

## Major Duties:

Plans and conducts investigations of moderate complexity to determine the impact of various land and water development projects upon the fish and/or wildlife resources of an area.

Reviews and reports on permit applications under the Corps of Engineers, Environmental Protection Agency, or state permit programs.

Plans and conducts inspections of existing projects of moderate complexity to insure that legal standards and other requirements are met and implemented in a manner most beneficial to fish and/or wildlife resources.

Conducts private land habitat restorations including landowner contacts, mapping, surveying, staking, construction monitoring, seeding, etc., and prepares management plans for restored areas.

Assists in the consultation process pursuant to Section 7 of the Endangered Species Act of 1973.

Assists in preparing and reviewing biological implications of environmental assessment/impact statements or comprehensive resource planning reports to evaluate environmental consequences of proposed Federal actions.

Assists in developing comprehensive fish and/or wildlife management plans to insure conservation, protection, and enhancement of fish and/or wildlife and their habitat for a geographic area having a variety of habitat conditions. This requires the ability to develop, coordinate, or review plans that may encompass any and all programs that affect fish and/or wildlife and their habitat conditions including, but not limited to, fire management, moist soil management, cooperative farming, wetland management, water quantity/quality, timber/forestry, or grassland management and/or restoration.

Assists in developing, directing, and ensuring completion of program objectives and associated documentation on a continuing basis in accordance with established program directives. Conducts on-going analysis of programs and analyzes results of special studies or investigations. Drafts or prepares reports with recommendations for changes, elimination or improvement of operations and program plans.

Helps gather, organize, and interpret biological, ecological, pathological, public use or other pertinent information to insure management plans are current. Assists with implementation of management plans, studies and investigations required for species propagation/production, resource protection, ecological factors, public information, and other aspects of natural resource management.

Reviews new or proposed legislation or regulations, and provides comments on their impact on natural resource management.

Responds to written, telephone and in-person inquiries from the public and the news media, obtaining and providing requested information within established guidelines of the office and in conformance with agency and Departmental policy.

Performs data analysis and writes reports to evaluate findings and make broad recommendations.

Attends public meetings and hearings to discuss proposed or existing development projects.

Trains lower graded professional or nonprofessional personnel.

Prepares or guides the preparation of correspondence pertaining to technical aspects of work.

Factors:

1. Knowledge Required by the Position:

Professional knowledge and experience in fish and/or wildlife biology and a working familiarity with related disciplines in order to determine the effects of land and water development projects on the fish and/or wildlife resources of an area.

Knowledge of agricultural and engineering terms, data, structures, facilities and procedures to work with professionals and technicians in those fields.

Knowledge of environmental laws, executive orders, regulations, and policies so as to ensure that legal standards are met in the review of water resource development projects.

Skill in making close observations to study effects on fish and/or wildlife habitat and to recognize problems, draw sound conclusions on basis of observations, and prepare reports for technical and administrative use.

Skill in applying and adapting established biological, agricultural or ecological procedures and techniques, and in exercising independent judgment in order to make day-to-day decisions.

Skill in verbal and written communications including skill in presenting data and its analysis, and to write objective reports requiring a minimum of review and editing.

Skill in mathematics and statistics to perform data analysis.

Skill in planning and originating sound plans, procedures, and schedules.

Skill in operating small motorized watercraft.

Skill in operating motorized vehicles.

2. Supervisory Controls:

The supervisor outlines assignments in general terms, specifying objectives and end results. The employee is expected to plan and carry out the assignments, independently in accordance with proven techniques, methods, practices, and previous experience. A higher-graded employee is available to discuss unusual or controversial problems. Supervisor spot-checks work in progress and reviews completed work for general adequacy and completeness.

3. Guidelines:

Well defined guidelines are available in the form of land and water development manuals, administrative manuals, the statutory provisions of applicable legislation, precedent reports, various journals and papers, policy memorandum, etc. The employee uses judgment to select, apply, and adapt guidelines where deviations from guidelines are slight. Significant deviations are referred to supervisor.

4. Complexity:

The employee plans, conducts, and reports on investigations to determine the effect of land and water development projects on the fish and wildlife resources of an area, and makes broad recommendations concerning these projects. Assignments are of moderate complexity and the factors to be considered vary with each assignment. The employee must select and interpret appropriate methods from a broad range of standard techniques and procedures when formulating specific work plans. The employee must use judgment to insure that the tests, measurements, and observations used meet scientific and operating requirements and will yield valid results.

5. Scope and Effect:

The purpose of the work is to determine the impact of land and water development projects on the fish and/or wildlife resources of an area. Work affects the efficiency of the unit and also may affect the activities of land and water development agencies.

6. Personal Contacts:

Contacts are with professionals and technicians in the fields of engineering, biology, land and water development agencies, Federal and state agencies, private landowners, and the general public.

7. Purpose of Contacts:

Contacts are for training and inspecting the work of others, conducting field investigations, explaining conservation or use requirements, monitoring activities, establishing cooperative relationships, and stimulating interest in ecology.

8. Physical Demands:

The work requires some physical exertion such as walking over wet, rough, uneven, or rocky surfaces; bending, crouching, stooping, stretching, reaching, or similar activities. The work requires average agility and dexterity.

9. Work Environment:

The work requires both office and outdoor work. The office is adequately lighted, heated, and ventilated. Temperature and weather extremes may be encountered in the performance of the outdoor work. The employee is expected to conduct duties in a safe and orderly manner so as not to endanger self, fellow workers, or property with which entrusted.